



JOB ANNOUNCEMENT

ENFORCEMENT SUPERVISOR FOR NORTHERN DISTRICTS STATEWIDE ENFORCEMENT PROGRAM, LEGAL DIVISION

COASTAL PROGRAM ANALYST III

FULL-TIME, LIMITED-TERM POSITION

(WITH THE POSSIBILITY OF EXTENSION OR PERMANENT)

SAN FRANCISCO

The California Coastal Commission's Statewide Enforcement Program is seeking a talented and enthusiastic Coastal Program Analyst III to supervise enforcement officers in northern California and to handle the most complex enforcement cases arising in northern California. The mission of the Coastal Commission is to provide for balanced use of the coastal zone and to protect, restore and enhance coastal and marine resources for the continuing benefit of current and future generations, including protection of public access under the Coastal Act. The Statewide Enforcement Program of the Commission consists of District Enforcement Officers and Headquarters Enforcement Officers (located in San Francisco). The Commission's northern California District offices are located in Santa Cruz, San Francisco and Arcata.

Job Duties - The Commission's District offices first attempt to resolve violations through negotiation. Violations that cannot be resolved in this manner may be elevated to San Francisco for preparation of an administrative order or referral to the Office of the Attorney General for litigation. Job duties for the Enforcement Supervisor for northern California include:

- Personally performing the most complex and difficult enforcement work, including: Investigation of alleged violations; development of recommendations for resolution of violations; monitoring implementation of permits or settlement agreements that resolve violations; dispute resolution and settlement negotiations; coordination with Local, State and Federal jurisdictions; preparation and presentation of staff recommendations to the Commission for cease and desist and restoration orders; preparation of case referral for litigation by the Office of the Attorney General; and litigation support for the Office of the Attorney General;
- Participating in and helping manage interagency task forces;
- Supervising the work of enforcement officers and interns (in Santa Cruz, San Francisco, and Arcata); select and train enforcement officers and interns as needed;
- Ensuring coordination between enforcement and permit analysts on all enforcement cases;
- Assisting in coordination between Headquarters staff and District staff on cases involving orders and other Headquarters actions;
- Assisting on statewide and southern California enforcement program projects, reports and issues;
- Developing and implementing projects to reduce and deter violations of the Coastal Act.

Desired Skills and Abilities

Subject Area Knowledge: Knowledge of Coastal Act policies and enforcement provisions, permit processing procedures, enforcement case processing and enforcement policies.

Supervisory Skills: Ability to organize and assign work, and to direct and motivate staff. Knowledge of team building and management principles.

Communication: Excellent writing and editing skills, ability to effectively communicate with Commission staff, Commissioners, the regulated community, and the public.

Analytical Skills: Ability to analyze complex fact patterns and to develop solutions to complicated policy issues.

Good Judgment: Make practical decisions consistent with available resources, policies and Commission goals.

Strong Organizational Skills: Ability to organize and manage multiple cases and to complete projects in a timely, efficient, thorough manner consistent with policy.

Ability to Work Well With Others: Positive attitude, ability to work effectively as a team member and be a leader, treat others with courtesy and respect.

Negotiation Skills: Successfully negotiate solutions to difficult problems or issues. Be comfortable addressing conflicts.

ELIGIBILITY: Current state employees or former state employees with transfer or reinstatement rights at the Coastal Program Analyst III level or comparable classifications may apply. Eligible individuals on the Coastal Program Analyst III list may also apply. Applicants must clearly indicate the basis of their eligibility, including SROA, surplus, transfer, re-employment status, or list eligibility in the Examination or Job Title section on the State Application Form 678.

SALARY: Coastal Program Analyst III \$5,079 – \$6,311 per month

CONTACT: Lisa Haage, Chief of Enforcement
(415) 904-5220

FILING: This position will be open until filled. The term for this position is currently through June 30, 2014 and likely to be extended. This position will be filled as soon as possible, so it is important to file your application immediately. Applications will be screened and only those most qualified will be interviewed. All interviews will take place in San Francisco. No relocation expenses are offered. Submit current resume, State Application Form 678 (put job title for this position in the Examination or Job Title section) and a writing sample to:

Human Resources Office, CALIFORNIA COASTAL COMMISSION
45 Fremont Street, Suite 1930 San Francisco, CA 94105–2219
(415) 904-5430 / toll free: 1-866-831-2540

FOR MORE INFORMATION ABOUT THE COMMISSION, WHAT WE DO AND TO OBTAIN A STATE APPLICATION FORM 678, VISIT OUR INTERNET WEBSITE AT: WWW.COASTAL.CA.GOV. IF YOU HAVE QUESTIONS YOU MAY E-MAIL US AT HUMANRESOURCES@COASTAL.CA.GOV OR CALL THE ABOVE NUMBERS.

Equal employment opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. It is an objective of the State of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

TDD for the Hearing Impaired (415) 597-5885